



Job Title: Senior Office Assistant

Department: Town Clerk

Immediate

Supervisor: Town Clerk

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 4/25/2010	Revision Date: 5/27/2015	

BRIEF DESCRIPTION OF THE JOB:

Performs administrative and clerical duties. Provides general office support services. Processes and issues business licenses and other required licenses. Coordinates the distribution of agendas and supporting materials for Town Council meetings. Serves as a department resource and prepares a variety of routine and non-routine documents.

ESSENTIAL FUNCTIONS:

Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed. The following do not identify all duties performed by any single incumbent.

Physical Strength Demands/Codes

S = Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
L = Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
M = Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly.
H = Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 – 20 pounds constantly.
V = Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 – 50 pounds constantly.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Process, track, issue, and/or renew general and regulated business licenses. Process and track requests for liquor and bingo licenses. License processing includes working with other departments in reviewing applications and databases for legal compliance and issuing renewal notifications and correspondence. Respond to questions and provide guidance on these processes to applicants.
2	S	Coordinate and follow-up on the disposition of contracts, ordinances, resolutions, and meeting minutes after each council meeting. Ensures each document is signed by all necessary parties and appropriately filed in Town records. Tracks and facilitates the recordation of required documents with the County Recorder.
3	S	Maintains and sorts files and records, which may include scanning and indexing town records into an electronic management system. Assists with records retention and destruction. Tracks and facilitates the completion of public records requests; serves as the department Records Liaison.
4	S	Updates and posts new information to the Town Clerk section of the Town website; serves as the department web coordinator.
5	S	Processes and reviews general financial entries, which may include accounts payable, assisting with requisitions, service orders, invoices, purchase orders, check requests, p-card reconciliations, maintaining and reconciling cash and deposits, and collecting money from customers for a variety of Town offered services and/or products.



6	S	Serves as back up receptionist for Town Hall complex, answering main phone line and assisting visitors as necessary.
7	S	Generates a variety of routine and non-routine documents, which may include: reports, templates, surveys, letters, memos, notices, forms, agendas, Council communications, schedules, and/or other related materials. Assists in preparing and putting together manuals and other resource documents for a variety of meeting types. Issues, receives and completes various applications, reimbursements, permits and forms.
8	S	Assists with special assignments, projects, meetings, and/or events through coordination and administration. Provides administrative training to staff as needed.
9	S	Miscellaneous duties as assigned.
10	S	Performs all work duties and activities in accordance with department and/or Town policies and procedures.
11	S	Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices, and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Safety Manual.



JOB REQUIREMENTS:

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Formal Education / Knowledge	Requires High School Diploma or General Equivalency Diploma (G.E.D.) Additional formal education in administrative or computer skills desirable.
Experience	Requires three years administrative, secretarial or clerical experience in a business office or a bachelor's degree in a related field. Experience working in a municipal setting or with records retention management is preferred.



PHYSICAL DEMANDS

Frequency Code Scale

N = Never Never Occurs		R = Rarely Less than 1 hour/week		O = Occasionally Up to 1/3 of the time		F = Frequently From 1/3 to 2/3 of the time		C = Continuously 2/3 or more of the time	
Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)							
Standing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Making presentations <input type="checkbox"/> Observing work site <input checked="" type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with Co-workers							
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment							
Walking	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site							
Lifting	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files							
Carrying	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files							
Sitting	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input type="checkbox"/> Driving							
Reaching	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> For supplies <input checked="" type="checkbox"/> For files							
Handling	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Paperwork <input checked="" type="checkbox"/> Monies							
Kneeling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower Shelves/ground							
Crawling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Under equipment <input type="checkbox"/> Inside attics/pipes/ditches							
Other									

Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)							
Pushing/Pulling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> File drawers <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input type="checkbox"/> Hoses							
Climbing	<input checked="" type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Stairs <input type="checkbox"/> Ladders <input type="checkbox"/> Step stools <input type="checkbox"/> Onto equipment							
Vision	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer Screen <input type="checkbox"/> Driving <input type="checkbox"/> Observing work site							
Foot Controls	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Driving <input type="checkbox"/> Operating heavy equipment <input type="checkbox"/> Operating dictaphone							
Balancing	<input checked="" type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> On ladders <input type="checkbox"/> On equipment <input type="checkbox"/> On step stools							
Bending	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground							
Crouching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground							
Hearing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public <input checked="" type="checkbox"/> Listening to equipment							
Twisting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle							
Talking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public							



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, general office supplies, computer, scanner, printer, calculator, telephone, postage meter, vehicle, Standard Microsoft Windows and Office software, and Internet.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		
Mechanical Hazards	N	Dirt and Dust	N	
Chemical Hazards	N	Extreme Temperatures	N	
Electrical Hazards	N	Noise and Vibration	N	
Fire Hazards	N	Fumes and Odors	N	
Explosives	N	Wetness/Humidity	N	
Communicable Diseases	N	Darkness or Poor Lighting	N	
Physical Danger or Abuse	N			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Other	

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	
24 Hour Shift Work	
Work on Holidays	
Work on Weekends	X
Typical 40 Hour Work Week	X
Overtime	X
Call Out	

PROTECTIVE EQUIPMENT REQUIRED:

N/A



NON-PHYSICAL DEMANDS:

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Continuously
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
NON-PHYSICAL DEMANDS				
Time Pressures				F
Emergency Situations				R
Frequent Change of Tasks				C
Irregular Work Schedule/Overtime				R
Performing Multiple Tasks Simultaneously				C
Working Closely with Others as Part of a Team				F
Tedious or Exacting Work				C
Noisy/Distracting Environment				R
Performing Mathematical Calculations				O
Supervision and/or Managerial				N

EXPECTED BEHAVIOR:

The incumbent is expected to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Active participation in teamwork
- ◆ Strong safety principles and safety awareness
- ◆ Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE A MEMBER OF THE HUMAN RESOURCES DEPARTMENT

The Town of Sahuarita, Arizona is an Equal Opportunity Employer.

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